

## **GUIDELINES AND APPLICATION INSTRUCTIONS**

### **I. Introduction**

In 1998, the New Hampshire State legislature passed the Conservation License Plate Program (the “moose plates”) to supplement existing state conservation and preservation programs [RSA 261:97]. Vehicle owners may voluntarily purchase conservation license plates for \$35 the first year, and \$30 in succeeding years (for information about the conservation license plates, see [www.mooseplate.com](http://www.mooseplate.com)). A portion of the funds raised from the sale of “moose plates” is allocated to the Department of Cultural resources, the use of which is governed by legislation [RSA 261:97-c]. The purpose of the Conservation Grant Program within the Department of Cultural Resources is to promote the use and conservation of cultural resources in New Hampshire and to preserve the cultural heritage that belongs to all New Hampshire citizens.

### **II. Criteria for Preservation Project Grants**

The Conservation Grant Program is a state-funding source available to non-profit publicly owned institutions to implement and to conduct preservation and conservation activities. For the purpose of this grant program, “conservation grants” are defined as funds awarded for planning and implementation of projects that cover a variety of elements involved with the preservation and conservation of materials that are significant to New Hampshire’s cultural heritage and that are normally collected by libraries. Funds are available for activities that will enhance access to resources and safeguard rare or endangered treasures. Collections of statewide or universal interest in contrast to those of limited interest to narrow clientele are most competitive. Preservation projects for collections will be evaluated on the significance of the materials to be preserved, quality of needs assessment, user group and purpose involved, barriers to access to the existing content, collaborative elements proposed and long-term viability.

### **III. Eligible Applicants**

- New Hampshire non-profit organizations managing publicly-owned resources
- New Hampshire museums associated with non-profit organizations
- New Hampshire public, school, academic and special libraries
- New Hampshire state, county and municipal agencies

### **IV. Project Eligibility**

To be considered eligible for funding, projects must conserve and preserve significant publicly owned works of art, artifacts, collections, microfilm, photographs and documents (hereafter referred to as **materials**) that contribute to New Hampshire’s cultural heritage. Applicants must clearly demonstrate the New Hampshire significance of the document or collection in relation to the points made in the section “V. Regional Significance.” Applicants should furnish evidence of the relevance, significance and enduring value of the collection to the state’s heritage or its pertinence to New Hampshire historical, cultural, educational or economic vitality. This shall include but not be limited to:

- Original, rare or one-of-a-kind documents
- Intellectual and cultural artifacts
- Historically significant collections

### **V. Regional Significance**

The quality of regional significance is ascribed to materials that possess exceptional value or quality in illustrating or interpreting the intellectual and cultural heritage of the State of New Hampshire, that possess a high degree of integrity and:

- That are associated with events that have made a significant contribution to and are identified with, or that outstandingly represent the history and culture of New Hampshire, and from which an understanding and appreciation of this history and culture can be gained, or;

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- That are associated importantly with the lives of persons significant in New Hampshire history or culture, or;
- That represent great historic, cultural, artistic or scholarly ideas or ideals of New Hampshire people, or;
- That is exceptionally valuable for the study of a period or theme of New Hampshire history or culture; or
- That outstandingly commemorate or illustrate a way of life or culture in New Hampshire.

All applicants must clearly demonstrate the significance of materials in relation to these points above.

**VI. Selection Criteria**

- The document(s) or collection(s) must be demonstrated to be regionally significant.
- The items must be threatened, endangered or otherwise demonstrate an urgent preservation and/or conservation need.
- Projects must address the threat and have a clear public benefit (for example, collections available for public viewing or scholarly research)
- Projects must be feasible (i.e. able to be accomplished within the proposed activities, schedule and budget described in the application), and the applicant must demonstrate the ability to complete the project.
- Projects must assure wide access to the content of materials preserved by load of catalog records in OCLC and the New Hampshire Union Public Access Catalog. Public awareness and availability of the materials is mandatory to qualify for a grant.

**VII. Review Criteria**

Complete applications will be evaluated and selected based on the following criteria. Reviewers' evaluations are based solely on the material provided in the application. Letters of support or endorsement are not considered in the evaluation of applications.

**Regional Significance (35% of total score)**

The application must describe the significance of the materials to the state of New Hampshire. Reviewers will evaluate the relative significance of materials using the criteria outlined in V.

**Threat to the materials (25% of total score)**

The application must describe the current condition of the materials and explain how it is imminently threatened. The nature, the extent and the level of severity of the threat, danger or damage to the materials must be clearly and convincingly argued. It is important to explain why there should be access to the materials and to define a barrier to service or a service need associated with a target audience.

**How project addressed the threat (30% of total score)**

The application must describe the proposed preservation or conservation work and the key people involved. It must clearly explain how the work will significantly diminish or eliminate the threat, danger or damage and must demonstrate the clear public benefit of the project. The application must state how the preservation outcome will address and improve barriers to access and result in wider access and availability for resource sharing.

**Project budget (10% of total score)**

The budget must be clear and all items must be eligible, reasonable and relevant to the project.

**VIII. Review Process**

- Applications will be reviewed by the staff of the New Hampshire State Library or its designee(s)
- Final recommendations for funding are made by the New Hampshire State Library, and grant awards are subject to approval by the State Librarian and Commissioner of Cultural Resources
- Only the grant applications shall be considered public information. Working papers and individual reviewer's comments, notes and scores are not public information

**IX. What is funded**

Preservation projects may meet one or a combination of objectives

- Preservation and/or conservation work on regionally significant materials, including but not limited to deacidification, cleaning, encapsulation, framing
- Consultant services and/or assessment surveys for preservation and conservation of materials
- Physical preservation methods such as microfilming, special repair or rebinding
- Specialized preservation supplies to house materials that have received conservation treatment
- Processing of unprocessed archives and manuscripts

**X. What is not funded**

- Acquisition/purchase of intellectual and cultural documents
- Inventory or cataloging of collections
- Long-term maintenance or curatorial work
- Interpretive or training programs
- Costs of fund-raising campaigns
- Costs of work performed prior to the announcement of award
- Digitization of documents and collections or creation of electronic content
- Restoration of historic buildings
- Cash reserves, endowments or revolving funds
- Rare book room maintenance
- Current cataloging, book repair or book binding of non-historical materials

**XI. Administrative and Funding Requirements**

- Applicants may request up to \$10,000
- Matching funds are not required for the grant
- The grant period is 1 year
- Grantees may not charge costs for time and/or materials not directly related to performing project work
- Grantees must adhere to the reporting requirements outlined in the reporting forms provided by the New Hampshire State Library
- All applications must be received by August 15, 2003
- No more than two applications for a Conservation Grant may be submitted by a single organization

**XII. Application Procedure**

1. Applications will be accepted until the deadline of 4:00 p.m. on August 15, 2003.
2. Applications received after the deadline will not be accepted and will be returned to the sender.
3. Applicants must submit one original plus 10 copies (total of 11) consisting of:

- **Cover Sheet** (provided)
- **Narrative Sheet** (provided)
- **Budget Sheet** (provided)
- **Supporting documentation**

***Retain a copy of the application for the organization's files.***

4. Failure to submit the required copies will result in the application being deemed ineligible.
5. Applications must be received in hard copy. Submissions to the New Hampshire State Library by facsimile transmission (fax) or e-mail will not be accepted.
6. Applications received by the New Hampshire State Library will be checked for completeness. A copy of any application that is missing information or components as detailed in this packet will be returned to the contact

person and will not receive further consideration. Only complete applications become the property of the New Hampshire State Library.

7. All applications received by the New Hampshire State Library become the property of the New Hampshire State Library.
8. Handwritten applications will not be accepted.

### **XIII. Supporting documentation**

1. A minimum of four (4) 4" x 6" or larger black-and-white or color photographs must accompany each copy of the application. Two must be general views of the materials, and the other two must document the threat or damage. Photographs must be labeled. Photocopies and photographs submitted electronically will not be accepted. Photographs will not be returned. **Please note** – Submission of printed digital photographs will not disqualify an application; however, photographs of lesser quality could affect reviewers' evaluation of an application.
2. **If the applicant does not own the materials**, attach a letter explaining the relationship between the owner and the applicant and the authority under which the applicant will be the grantee of record to undertake preservation work on the
3. A typed one (1) page explanation of the budget categories for the proposed project with any additional required attachments as indicated must accompany the budget sheet.

### **XIV. Award of the grant**

- The New Hampshire State Library will select the applications that best serve or meet the purpose of the grant offering.
- Pre-contract negotiations will resolve any difference between the project proposed in the application and the activities or budget items that the New Hampshire State Library is considering for funding.
- Pre-contract negotiations will clarify any issues raised during the review process.
- Applicants who are contacted to discuss pre-contract negotiations can assume their application is under serious consideration but cannot assume that their application will be funded.
- Not all applicants who are contacted during the pre-contract negotiations will receive a Conservation Grant.
- Grants will be awarded taking into account the availability of Conservation License Plate funding.
- Grantees will receive 90% of the award upon Governor and Council approval of the Grant Agreement and 10% of the award upon submission of completion reports

### **XV. Accountability**

- All grant funds must be expending during the grant time period as stated in the award letter.
- Grant recipients must adhere to the reporting requirements outlined in the reporting forms as provided by the New Hampshire State Library and file reports in a timely manner.
- The New Hampshire State Library will contact the organization if grant requirements are not met. Failure to comply with requirements will result in 1) the organization having to return the grant monies, and 2) making the organization ineligible for competitive grants from the Department of Cultural Resources for one year.
- The New Hampshire State Library shall be responsible for assessing the grantee's compliance with the Grant Agreement and for reporting project results to the New Hampshire Conservation License Plate Advisory Committee, Legislature, the Governor and the Executive Council.

### **XVI. Contract Dates**

- Conservation Grants will run from approximately October 1, 2003 and end on June 30, 2004.
- All grant funds must be encumbered or expended only during the grant contract period, which will be specified at the time of award.
- Costs incurred prior to the official contract start date are not eligible for funding.

**XVII. Projected Grant Project Time Frame**

August 15, 2003	Applications due at the New Hampshire State Library before 4:00 p.m.
September 2003	Review of applications
October 2003	Grants awarded
June 30, 2004	All funds spent or encumbered
August 13, 2004	All encumbered funds spent
August 30, 2004	Final reports due to the New Hampshire State Library

**IN SUMMARY**

- Submit one original plus 10 copies (total of 11) of the grant application and supporting documentation to:

Conservation Grant Program  
New Hampshire State Library  
20 Park Street  
Concord, NH 03302  
Attn: Janet Eklund

- Applications will be accepted until the deadline of 4:00 p.m. on August 15, 2003.
- Retain one copy of the application for the organization's file.
- Check application for completeness before submitting

A complete application package is:

- One (1) original application which includes a Cover Sheet, Narrative and Budget Sheet with original signatures and supporting documentation
- Ten (10) copies of the original application with supporting documentation

**QUESTIONS**

Contact the New Hampshire State Library with any questions regarding the Conservation Grant offering by calling Janet Eklund at 271-2393; submitting questions by fax at 271-6826; or sending e-mail to [jeklund@library.state.nh.us](mailto:jeklund@library.state.nh.us).

**OTHER CULTURAL CONSERVATION GRANT INFORMATION**

All three divisions of the New Hampshire Department of Cultural Resources (DCR), which includes the New Hampshire State Library offer grants using Conservation License Plate funds. Interested applicants can obtain an electronic version of the applications instructions and guidelines from the other DCR divisions at the following web sites. Questions may be addressed to the agencies listed below.

- **For Historic Property Projects**

New Hampshire Division of Historic Resources  
<http://www.state.nh.us/nhdhr/moose.html>  
Richard Betterly  
Tel: 271-6628  
e-mail: [rbetterly@nhdhr.state.nh.us](mailto:rbetterly@nhdhr.state.nh.us)

- **For Arts Projects**

New Hampshire Council on the Arts  
<http://www.state.nh.us/nharts/grantsandservices/grants/artsadvancement/conservation.htm>  
Yvonne Fried  
Tel: 271-0791  
e-mail: [yfried@nharts.state.nh.us](mailto:yfried@nharts.state.nh.us)